

DRAFT
Minutes of the Meeting of the Council
held at 7.30pm on Thursday 21st September 2017
in Small Hall, Claygate Village Hall, Claygate

Present: **Chairman:** Mark Sugden
 Councillors: Geoff Herbert, Ken Huddart, Tony Shearman and Xingang Wang

In attendance: Parish Clerk & RFO: Shirley Round

64. To accept apologies for absence

Apologies received from Cllrs John Bamford, Gavin Wilson, Bill Chilcott and Bernadette Pearce with reasons.

65. Declarations of Interest in Items on the Agenda

Cllr Mark Sugden: Trustee of Claygate Village Hall Association, Committee member Claygate Village Association, Committee member Claygate Gardening Society, Chairman, Outreach Group, Church of the Holy Name, Esher.

Cllr Geoff Herbert: Co-ordinator of Neighbourhood Watch and Member of Claygate Flower Show Committee.

Cllr Ken Huddart: Chairman of Trustees of Claygate Village Hall Association, President of the Claygate Village Association and Acting Chairman of the Claygate Conservation Areas Advisory Committee, Traffic Engineering Consultant, Fellow of Chartered Institution of Highways and Transportation, Fellow of Institution of Engineering and Technology, Fellow of Institution of Civil Engineers.

Cllr Tony Shearman: Chairman of Claygate Royal's Football Club, Organiser of 'Gig on the Rec'.

Cllr Xingang Wang: Magistrate and Co-ordinator of Claygate Speed Watch.

66. Confirmation of the Minutes

The minutes of the meeting of 13th July 2017 had been circulated.

The minutes were agreed, and signed by the Chairman.

67. To report on the actioning of items from previous Minutes and decide any action arising

AP32 Cllrs Shearman and Sugden will arrange a meeting with Catherine Malloy (EBC) to ascertain how they cover Twitter and Facebook. See Agenda item 16. **DONE**.

AP4 Asset Register inspections by the Parish Clerk and Cllrs Bamford and Huddart. Inspection of the Bus Shelter and Village sign required. **Outstanding**

AP5 Dates and times of meetings for 2019. **Outstanding**

AP9 Review of CPC Policies, commencing with Health & Safety and Risk Assessment Policies. Cllrs Bamford & Wilson have offered to help. Copies will be distributed shortly. **Outstanding**

AP10 & AP11 Excessive speeding in Telegraph Lane when accessing the sports field. Item to be included in H & T Agenda. **Outstanding**

AP 12 Cllr. Huddart's notes on creating a public footpath circulated to all Councillors. **DONE**

AP 13 Notice of CPC meeting dates to be posted on Notice Board at the end of Coverts Road. **DONE**

AP14 Update on Public Inquiry posted on website. **DONE**

AP15 CIL guidelines relating to supply of new waste bins. Judith Jenkins (EBC) replied

'I think if they are additional bins to deal with extra usage that sounds fine if they are just replacing what is there they aren't really addressing the demands that development places on an area' **DONE**

This item will be placed on the E & L agenda together with the question of emptying new bins.

Outstanding

AP 16 Update on the situation regarding the verge at the junction of Stevens Lane/Lower Wood Road. **Outstanding.**

Following the meeting a reply was received from SCCLlr. Bennison as follows:

The SCC Arboriculture Team are awaiting a payment from the resident (or their representative) to enable a reinstatement design to be undertaken. This design would include details on the type of planting as well as the costs.

AP 17 Residents questions to Thames Water re the Hare Lane Pumping Station have not been answered. Clerk has emailed them again. **Outstanding**

AP 18 Clerk to agenda item on Defibrillator. See agenda item 17. **DONE**

AP 19 Further information on Defibrillator required. See agenda item 17. **DONE**

68. To receive the Chairman's report and decide any action arising.

68.1 Planning Inquiry. The enforcement of the ruling by the Inspectorate is now in the hands of the Legal Department of EBC. The appellants have 6 weeks to seek a judicial hearing if they believe elements of the law were not complied with. Until the end of that 6 week period EBC cannot take enforcement action. However, the enforcement period runs from the date of the Decision.

68.2 The Chairman will be attending the SALC AGM on the 12th October. Following the AGM there will be updates from Surrey Police and Surrey County Council.

68.3 The Chairman has met with some Trustees from Claygate Centre for the Community. The Trustees are anxious to publicise the activities on offer to local residents. An article will be included in the next edition of Courier.

69. To receive the report from the Parish Clerk & RFO

The Clerk explained that a number of matters she had been involved with were already mentioned under following Agenda items.

69.1 Received an email from Malden Rushett's residents association regarding a travelers' incursion on Green Belt (opposite Chessington Garden Centre). The travelers' application for planning permission was refused by Kingston Borough Council and subsequently went to appeal which was dismissed. RBK started enforcement action but the families concerned have requested leave to appeal to the High Court on the grounds the inspector has not complied with the law when reaching his decision.

An email received after the meeting reported that the Court of Appeal had refused the travelers' right to seek a judicial hearing of the Inspector's decision. The court also awarded the Secretary of State's costs against the appellants.

69.2 The Zurich Insurance annual renewal notice has been received with a small increase covering the increase in the Government insurance premium tax (from 10% to 12%) and cover for the increase in the Clerk's salary. This is the second year of a three year contract with Zurich Insurance.

AP 20 the Clerk will pay the premium.

69.3 The Clerk attended a meeting with Mark Mulberry (the accountant recommended by SSALC) for advice relating to reclaiming VAT. CPC can reclaim VAT as long as the invoices themselves are made out to Claygate Parish Council. This related to invoices for the services of a Planning Expert and a QC to represent the Claygate Community Group at the Public Inquiry.

69.4 The Clerk will attend a Clerks' Networking Day on the 2nd November. The main topic is an update on the Transparency Code together with other general legal updates.

69.5 The Chairman and Clerk arranged a meeting with Janet Watkins (HTC) and John Baldwin (Claygate Scouts) to discuss the arrangements for the Remembrance Day Parade. (see agenda item 11).

69.6 The Road Closure application for the Remembrance Day Parade has been sent to EBC.

69.7 Notification has been received from BDO, our external Auditors, that they have now completed the audit of the 2016/17 Accounts and there are no matters which require the issuing of a separate addition issues arising report. **AP 21** The Notice of Conclusion of the Audit together with sections 1,2 and 3 of the Annual Return will be posted on the notice boards and the website prior to the 30th September.

69.8 The Parish Council confirmed the 2016/17 Annual Return and the BDO certificate is approved and accepted.

70. To receive the finance report and decide action arising.

70.1 Bank reconciliations for each month since the start of the financial year 2017/18 through to 30th August have been prepared and signed by the Chairman.

70.2 Cash Book (1) Unity Trust **Payments** report show all transactions from 1st July to 30th August and amounts to £36,341.12 (including VAT). This includes the payment to PJPC Ltd of £29,720 for representation at the Public Inquiry. This is dealt with in detail on the schedule 'Planning Inquiry Financials' attached to the Minutes.

70.3 Cash Book 1 (Unity Trust) **Receipts** report shows the receipt of £17,643 – of which £2,603 is reclaimed VAT from 2016/17. The balance is donations received from local residents towards the cost of the Public Inquiry.

70.4 In addition, although not included, is the receipt of the 2nd half Precept and EBC Grant of £25,548.

70.5 Cambridge Building Society Receipts and Payments reports are included but show no changes.

70.6 The Balance Sheet shows the current financial position of the Parish Council including the General and Earmarked Reserves.

70.7 £2,000 will be transferred to the Election Fund.

70.8 Payments for Approval: Motion to approve all payments from 1st July to 30th August totaling £36,341.12 (including VAT) was agreed.

Proposed: Xingang Wang

Seconded: Geoff Herbert

The **motion** was agreed unanimously.

70.9 The Chairman explained the contents of the appendix 'Public Inquiry Financials'.

71. To review the plan for expenditure for the balance of the year including future projects and funding and agree any action.

71.1 A copy of the detailed Income and Expenditure report by budget was circulated to all Councillors prior to the meeting.

71.2 Miscellaneous expenses expenditure code 1130 now includes Tesco mobile and Petty Cash top up.

71.3 Public projects income code 1400 relates to the receipt of a SCC grant, from CClr Bennison's allocation, of £713 towards the cost of a Defibrillator.

71.4 Public Inquiry accounting code 1410 relates to Public Inquiry donations received from residents.

72. To receive an update on changes by EBC to CIL

The original Memorandum of Understanding relating to CIL was signed in 2013. When the Community Infrastructure Levy was introduced the policy at the time was if there was a Neighbourhood Plan in place the Parish Council would receive 25% of the CIL collected otherwise it would be 15%. It was then agreed that EBC would include a Claygate Settlement Plan in the EBC local Plan thus saving time and money. At the time EBC agreed the parish council could retain the 25%. Latterly EBC granted the parish council 15% and 10% was retained by EBC for use by the parish council on receipt of a viable application.

EBC have now decided there is too much money accumulating in many of the other area CIL spending boards CIL fund and is stopping them from using this revenue on major infrastructure projects throughout the borough. EBC have reduced it to 15%. The amount already in the CIL fund held by EBC for the parish council is still set aside for the parish council, however, no more money will be added to this pot.

It is **RESOLVED** that this Council authorise the Chairman to sign the revised Memorandum of Understanding (MOU) with Elmbridge Borough Council (EBC) with respect to changes by EBC related to Community Infrastructure Levy (CIL) funds payable to Claygate Parish Council (CPC)

Proposed: Tony Shearman

Seconded: Xingang Wang

The motion was **AGREED** unanimously.

The signed document the Clerk will return to Judith Jenkins (EBC) **AP22**

73. To discuss 2018/2018 Budget Planning and agree next steps

A one page sheet will be circulated to Planning, Environment & Leisure and Highways & Transportation committee Chairs. They are requested to their estimates for this year (as far as is known) and a proposed budget for next financial year. This will be returned to the Clerk by 30th October **AP23**

74. To discuss arrangements for Remembrance Sunday, 12th November 2017, and agree any necessary action.

The Chairman and Clerk met with Janet Watkins (HTC) and John Baldwin (Claygate Scouts) to discuss arrangements for this year's Parade. See item 69.5 The last year's arrangements were satisfactory and SFM (Security Force Management Ltd) will be engaged to provide traffic marshals for the Parade.

Councillors are asked to inform the Clerk whether or not they will be attending the Parade **AP24** and those attending to meet at 10am at Champions car park

It is **RESOLVED** that this Council approves an expenditure of £322.25 (ex VAT) from the Public Projects budget to pay a private company, Security Force Management Ltd., approved by Surrey Police, to provide Accredited Traffic Marshalls, to oversee the Annual Claygate Management Remembrance Sunday Parade on 12th November 2017.

Proposed: Mark Sugden

Seconded by: Tony Shearman

The motion was **AGREED** unanimously

The Clerk will order the wreath **AP25**

75. To note the minutes of the Planning Committee and agree necessary action.

75.1 The Minutes of all Planning Committee meetings had been circulated prior to the meeting.

Copies of all Minutes are available on the Parish Council website.

75.2 Cllr Herbert outlined the matters currently under discussion.

75.3 Planning permission for the retention of an existing horse shelter on 40 Acre Field was debated at length at the East Area Planning Meeting on 4th September. The decision was to grant a 9 month temporary approval. This recommendation will be forwarded to the Planning Committee of the full Elmbridge Borough Council next month. If approved the applicant will have to reapply again in 9 months' time.

75.4 Retrospective planning permission is being sought for the metal storage container erected on the Elm Road School site. This will be discussed at the next Planning Meeting.

76. To note the minutes of the Highways and Transportation Committee and agree necessary action.

This item was deferred until later in the meeting.

77. To note the minutes of the Environment and Leisure Committee and agree necessary action.

a. The Minutes of the Environment and Leisure Committee meetings had been circulated prior to the meeting. Copies of all Minutes are available on the Parish Council website.

b. In Cllr Chilcott's absence on holiday his report was circulated to the Councillors as follows:

77.1 At the last two meetings, a possible policy for maintaining unadopted grass verges has been on the agenda, but has not been discussed, because instead we have talked about one particular grass verge. This question is outstanding.

77.2 On hanging baskets, it was agreed that those in a relatively good state should be kept, but 10 particularly poor baskets should be removed. This instruction has not been fully carried out. It was also agreed to ask for a 20% discount on the kept baskets. As far as I know, EBC has not agreed to this.

77.3 We agreed on how to restore the Pointy End of The Green. After the meeting, the Clerk, Carol Manley and Vanessa Relleen worked on a much better and more economical plan, with occasional interference from me. It is hoped that this plan will have been carried out by the time of the Council meeting.

77.4 We agreed that further work on the Derwent Close land should be organised and financed by the residents, who should inform EBC.

77.5 We agreed on writing to Cllr Bennison with our objections to the “Shaping Surrey Community Recycling Centres 2017” document. SCC report that they have received one of the biggest responses to this consultation. The result will be discussed by SCC at the end of September.

77.6 There are flytipped deposits of something that may be asbestos in Woodstock Lane. Surrey CC has accepted responsibility, and repeatedly undertaken to have them removed, but has not done so. I have now asked Shirley to draft a letter to Cllr Bennison about this.

77.7 There has been a complaint about the number and state of rubbish bins in the passage between The Parade and Station Way. EBC has been asked to advise, in particular on whether shopkeepers can be made to keep their bins on their own premises and not in the passage. EBC was also asked to remove some pallets, which it has done.

77.8 The question of vegetation overhanging footpaths was raised. If the vegetation is on highway land it is responsibility of SCC (but dealt with by EBC), if it is from a resident’s garden then it is the responsibility of the householder. If the householder does nothing then EBC will deal with it and charge the householder. The Chairman agreed to check vegetation along the Firs verge and contact EBC **AP26**

78. To note the Minutes of the Extraordinary Meeting of the Environment & Leisure Committee and agree any necessary action.

See Agenda item 84.

79. To receive a recommendation from the Chairman of the Council and Chairman of the Communications Working Party on how to proceed with the Courier and an update on the website

79.1 The volunteers who had previously co-ordinated the production of Courier have moved on.

79.2 Cllrs Sugden and Shearman reported on the current situation regarding production of Courier. They produced a detailed analysis of previous editions and contents. From this analysis it was possible to produce a list of the events taking place throughout the year and the organizations who had contributed.

79.3 They constructed a draft 12 month publication rolling programme through to the end of 2018 which could be sent out to all the key community organizations in advance with editions in October, December 2017 followed by March, May, September and November 2018 . These organizations would be able to plan their submissions accordingly.

79.4 They recommended 4 editions per year in future. Potential contents to be discussed at Parish Council meetings. This would ensure that all Councillors are involved. The Communications Working Party would meet if timing of a CPC meeting did not meet the proposed timetable.

79.5 The Clerk agreed to solicit articles from external organizations.

79.6 A maximum of 4 weeks will be allowed to produce articles and wherever possible the articles must be accompanied by a good quality photograph.

79.7 It is recommended that the page setting and printing is undertaken by Solopress.com who can print an approved edition in 3 days. It is not known at this stage, however, how long they require to page set an edition or the cost.

79.8 Historically Courier has always been 8 pages but it is recommended that there is some flexibility allowed and 2, 4, 6 or 8 pages can be considered depending on the information received and the amount of copy.

79.9 It is not known at this stage whether the deliverers will handle all 4 editions or whether it will be necessary to pay for distribution of 1 or 2 editions during the year. The Chairman will contact Kate Hallett to discuss the distribution issue **AP27**

Update: KH has informed the Chairman volunteer deliverers can handle 4 editions per year.

79.10 The Chairman was authorized to get on with production of the October 2017 edition which was currently 6 pages.

79.11 A CWP meeting will be needed for December 2017 content and the copy deadline is before the next CPC meeting. **AP 28** Cllr Sugden to arrange meeting.

80. To discuss the provision of a community defibrillator and agree action.

An article in the recent edition of The Clerk magazine by the Community Heartbeat Trust had pointed out the important issues to be considered before embarking on the provision of a defibrillator. The 'owner' of the equipment is responsible for the safety of the public using the equipment and also the liabilities involved in respect of its storage. They are also responsible to ensure that all reasonable care is taken both to make potential users aware of the correct usage of the equipment, as well as any issues in regards to the storage, maintenance and safe keeping of the equipment. The defibrillator storage cabinet is also part of the responsibility of the owner and not necessarily the site host.

The article also points out that the choice of equipment, the choice of storage cabinet, the community training programme, signage, the long term resilience, hosting agreements policies and governance of the equipment are all integrated and important.

It was agreed more information is required before progressing. The location of the defibrillator is also an important issue as it has to be very visible and its whereabouts communicated to everyone.

The Clerk will contact the Community Heartbeat Trust and request a copy of their Guide to Community Defibrillation. **AP29**

81. To discuss the Claygate Recreation Ground Trust application for a grant for the replacement of a litter bin on the Recreation Ground.

In the absence of Cllr Julian Way, Trustee to CRGT, this item was deferred. The Clerk will re-schedule for the November meeting. **AP30**

9.30pm Cllr Huddart arrived at the meeting.

76. To note the minutes of the Highways and Transportation Committee and agree necessary action.

76.1 The Minutes of the Highways and Transportation Committee meetings had been circulated prior to the meeting. Copies of all Minutes are available on the Parish Council website.

76.2 The consultation on On-Street Parking Regulations is due to be submitted by 5pm on Friday 23rd September. Cllr Huddart agreed to submit a CPC response. **AP31**

76.3 A white van parked almost continually outside 58 Hare Lane for some weeks. It is taxed and insured. The police have no interest in it and it is not contravening any parking regulations. EBC agreed to inspect it as there was material that had fallen from it onto the road.

76.4 A tree has been cut down in Dalmore Avenue by SCC and is assumed to have been diseased. This has caused some concern to local residents. The matter of planting a replacement will be discussed at the next H & T meeting. **AP32**

76.5 A meeting was held with Bill Kear with a view to work being carried out on various sections of the footpath by Elm Farm to include digging out wet patches and adding scalping, flailing the hedge

and providing a pedestrian area by removing vegetation to 1m width path alongside the roadway.
Quotation for this work is awaited.

82. Matters for Information Only

There were no matters for information.

83. Motion to exclude Press and Public to discuss staffing matters

Proposed by Cllr Mark Sugden

Seconded by Cllr Ken Huddart

This was **AGREED** unanimously.

84. To receive the recommendation of the Extraordinary Meeting of the Environment and Leisure Committee on the renewal for one year of the Highway Garden Site contract.

It is **RESOLVED** that this Council approves the recommendation of the Environment & Leisure Committee on the renewal, for one year, of the HGS contract with the current supplier.

Proposed: Cllr Geoff Herbert

Seconded: Cllr Ken Huddart

This was **AGREED** unanimously.

It was left to the Environment & Leisure Committee to decide the monthly rate.

85. To confirm that the next meeting of the Claygate Parish Council will be held on

Thurs 16th November 2017 at 7.30 pm in the SVH.

Meeting close 9.55pm

Signed.....as a true and fair record of the meeting.

Date.....